

STATE OF WASHINGTON

Department of Retirement Systems
Tumwater, Washington

REQUEST FOR QUALIFICATIONS AND QUOTATIONS
RFQQ No. 13-004-102: SQL Connectivity to Adabas Software

ADDENDUM 1
May 22, 2013

This purpose of this addendum is to:

- Revise Section 2.3 Estimated Schedule of Procurement Activities, including the complaint period and extending the protest period to five days following a debriefing conference;
- Add a new Section 2.17 Complaint Procedure; and
- Revise Section 4.6 Protest Procedure, to increase the protest period to five days following a debriefing conference.

2.3 ESTIMATED SCHEDULE OF PROCUREMENT ACTIVITIES

Event	Date
Issue Request for Qualifications and Quotations	May 17, 2013
Vendor Questions Due	May 22, 2013
Written Responses to Questions Posted to WEBS & Department website	May 24, 2013
Complaint period ends	May 30, 2013*
Vendor Responses to RFQQ due by 4:00 PM PDT	May 31, 2013
Evaluate Responses	June 3 – 5, 2013
Announce “Apparent Successful Bidder” and send notification via e-mail to unsuccessful Proposers	June 7, 2013
Last day to request a debriefing	June 12, 2013*
Proposers Optional Debriefings	June 10 – 14, 2013
Last day to file a protest	Five business days after debriefing*
Execute Contract	June 24, 2013*
Software Product (on or before)	June 26, 2013

*Revised effective May 22, 2013

The Department of Retirement Systems (DRS) reserves the right to revise the above schedule.

2.17 COMPLAINT PROCEDURE

A potential Bidder may file a complaint regarding the proposal process. Grounds for the complaint may include:

- The solicitation unnecessarily restricts competition.
- The solicitation evaluation or scoring process is unfair or flawed.
- The solicitation requirements are inadequate or insufficient to prepare a response.

Interested Bidders should note that, if they choose not to file a complaint, they waive their right to file a protest based on the proposal process that could have been raised in a pre-proposal complaint.

The complaint must be submitted in writing to the RFQQ Coordinator no later than May 30, 2013.

The complaint must contain:

- The complainant's name, mailing address, telephone number, and e-mail address (if any).
- A clear and specific statement articulating the basis for the complaint.
- A proposed remedy.

DRS will send a written response to the complainant before the deadline for bid submissions. The response will explain DRS's decision and any steps it will take in response to the complaint. The complaint and the response, including any changes to the solicitation that may result, will be posted on DRS' website and on WEBS.

4.6 PROTEST PROCEDURE

No protest may be submitted until after DRS has announced the Apparent Successful Bidder. After that announcement, an unsuccessful Bidder who timely requested and participated in a debriefing conference may file a protest.

DRS reserves the right to reject, without consideration, any protest that does not comply with any requirement in this section.

The protest must be filed with the RFQQ Coordinator within five (5) business days after the completion of the protester's debriefing conference.

DRS will only consider a protest if it is factually and unambiguously based on one or more of the following grounds:

- Error in the scoring of the protester's bid.
- Failure to follow RFQQ procedures.
- Failure to follow applicable law or rule.
- Bias, discrimination, or conflict of interest negatively affecting the protester's evaluation or interests.

The protest must be written and signed by a person authorized to bind the protester to a contractual relationship. If a protest is submitted electronically, a

hard copy, with original signature(s), must be mailed to the RFP Coordinator on the same day of electronic transmission.

The protest must contain:

- The name, mailing address, telephone number, and e-mail address of the person responsible for submitting the protest.
- A clear and factually specific statement of the ground(s) for the protest.
- A complete and specific statement of the relief or corrective action requested.

Protest process:

- A. A person who was not involved in the solicitation process will objectively review the information submitted by the protester, as well as other relevant facts known to DRS.
- B. If a protest directly affects another Bidder's interests, DRS will give that Bidder an opportunity to submit its views and any relevant information to the RFP Coordinator.
- C. DRS will resolve the protest by making appropriate findings and deciding on an appropriate course of action. DRS may find, for example, that:
 - The protest lacks merit, and the procurement process will be upheld.
 - Only technical or harmless errors occurred, which had no significant effect on the fairness or legality of the procurement process, and the procurement process will be upheld.
 - The protest has merit, and DRS will take corrective action, such as reevaluating all bids, cancelling the RFQQ, or reissuing the RFQQ.
- D. DRS will send its written response to the protester within ten business days after receiving the protest, unless it extends that time period and explains the reason(s) for that extension to the protester.

If DRS determines that the protest is without merit, DRS will enter into a contract with the Apparent Successful Bidder. If the protest is determined to have merit, one of the alternatives noted in the preceding paragraph will be taken.